



**Basic Business License Information:
2017 Inauguration Vending License
(Temporary)**

Quick Facts Checklist

A complete application for a Basic Business License for the 2017 Inauguration Vending License category includes:

- | | |
|--|--|
| <input type="checkbox"/> Fee Schedule (attached) | <input type="checkbox"/> Health Inspection Report Approval
Department of Health
(202) 535-2180
doh.dc.gov |
| <input type="checkbox"/> Application
Vending Licensing Division
(202) 442-4321 | <input type="checkbox"/> Propane Operation Permit
Fire Protection Division
(202) 727-1614
fems.dc.gov
(If applicable) |
| <input type="checkbox"/> Police Criminal History Report | <input type="checkbox"/> (2) Digital Passport Photographs |
| <input type="checkbox"/> Tax Registration (<i>FR-500</i>)
Office of Tax and Revenue
(202) 727-4829
otr.cfo.dc.gov | |

Department of Consumer & Regulatory Affairs
Phone: (202) 442-4321 or (202) 442-4549
Email: dcra.inaugural2017@dc.gov



Basic Business License Information for 2017 Inauguration Vending License

Application Duration:	Temporary
Current District Licensed Vendors:	\$100.00
Non-District Licensed Vendors:	\$200.00
Late application fee after 1/1/ 2017	\$75.00

Application Requirements

All applicants for an Inauguration Vending License must comply with the following DC Code requirements:

Vending Business License Application

All applicants for an Inauguration Vending License must complete an application, remit the associated payment, and submit the required supporting documentation.

Clean Hands Self-Certification

All applicants must certify that no more than \$100 is owed to the District of Columbia Government as a result of fees, penalties, interest, or taxes through completion of a *Clean Hands Self-Certification*.

Tax Number

All Applicants must provide a registered tax number (i.e., SSN or FEIN) at the time of application. Register by completing and filing a *Combined Business Tax Registration Application (Form FR-500)* with the Office of Tax and Revenue, 1101 4th Street S.W., Suite W270, Washington, DC 20024. Online registration is available at the Business Tax Service Center (otr.cfo.dc.gov). For more information, please call the Tax Customer Service Center at (202) 727-4829.

Propane Operation Permit (*If applicable*)

All applicants for a Basic Business License for the Mobile Delicatessen category must provide an approved inspection from the DC Fire Marshall pursuant to DC Municipal Regulations and the DC Code. All businesses that manufacture, wholesale, warehouse, distribute, sell or use toxic or flammable materials or provide services to large audiences (theatres, restaurants, and public halls) are subject to inspection to ensure the safety of customers, employees, and property. A Fire Marshall Inspection can be obtained from the DC Fire and Emergency Medical Services (FEMS) Department, Fire Prevention Inspection Division (fems.dc.gov), (202) 727-1614, 1100 4th Street S.W., Washington, DC 20024.

Health Inspection Report Approval

All applicants for an Inauguration Vending License must be inspected by and/or receive approval to operate from the Department of Health, Food Protection Division, (doh.dc.gov), (202) 535-2180, 899 North Capitol Street N.E., Washington, DC 20002.

Certified Food Supervisor

Delicatessens must have Certified Food Supervisor(s) present on the premises during the hours the facility is open to the public. The name(s) and certification(s) of the food supervisor employee(s) must

be provided to Department of Health inspectors. For more information, please contact the Office of Certification, Health Regulation and Licensing Administration, (doh.dc.gov), (202) 535-2180, 899 North Capitol Street N.E., Washington, DC 20002.

Police Criminal History Report (Form PD-70)

All applicants for an Inauguration Vending License must provide a certified copy of his/her Police Criminal History Report from the jurisdiction of residence. A resident of the District of Columbia may obtain a Police Criminal History Report (PD-70) from the DC Metropolitan Police Department, Police Criminal History Report Division, 300 Indiana Avenue N.W., Room 3055, Washington, DC 20001. Call (202) 727-4245 for details. A non-resident shall obtain this report from the jurisdiction in which he/she resides. All of the partners in a partnership, and the president, vice president, secretary, and treasurer of a corporation must provide a Police Criminal History Report.

Application Submission Methods

In-Person

You may apply for a Inauguration Vending License in-person with cash, check, money order or a major credit/debit card by visiting the Department of Consumer and Regulatory Affairs, Business Licensing Center, 1100 4th Street S.W., 2nd Floor, Washington, DC 20024. No appointments are required. Applications are processed on a first-come, first-served basis. **Note: American Express is not accepted in the Business Licensing Center.**

Via Mail

You may apply for an Inauguration Vending License and pay with a check or money order via mail. Please submit all requirements including the associated fee. Note the late fee schedule, if envelopes are postmarked after the deadline dates, please ensure the payment reflects late fees. Make check or money order payable to “D.C. Treasurer.”

Mail complete application and payment to:
Vending/Special Events Department
1100 4th Street SW
Washington, DC 20024

Department of Consumer & Regulatory Affairs

2017 Inaugural Vending License Application

LANGUAGE PREFERRED

☐ English ☐ Spanish ☐ Chinese ☐ Vietnamese ☐ Amharic ☐ Korean ☐ Other: _____

BUSINESS TYPE (Optional)

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Co. ☐ Corporation (For Profit) ☐ Corporation (Non- Profit)

CURRENT VENDOR STATUS

☐ DC Licensed Vendor ☐ Unlicensed DC Resident ☐ Unlicensed Out-of-State Resident ☐ Licensed Out-of-State Vendors
If current DC Licensed Vendor (Class A only) please provide DOH Sticker # _____ and
DOH CFPM ID card #: _____ FS: _____ Expiration: _____

Section A: APPLICANT/BUSINESS INFORMATION

NAME OF APPLICANT/BUSINESS OWNER: _____

FEDERAL ID FEDERAL EMPLOYEE IDENTIFICATION NUMBER: _____ or

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH: _____

STREET ADDRESS: _____

SUITE or APARTMENT NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL (Required): _____

NOTE: The Applicant/Business Owner must be on site during the event. Unlicensed vendors must provide two passport sized photos and a criminal history report with application.

Section B: VENDING AND VEHICLE/EQUIPMENT INFORMATION

ITEMS TO BE SOLD

☐ Food ☐ Merchandise ☐ Other, please indicate: _____

VENDING EQUIPMENT INFORMATION

☐ Roadway Trailer ☐ Sidewalk Vending Cart
☐ Vending Stand (merchandise only) ☐ Mobile Food Truck

LOAD-IN/LOAD-OUT VEHICLE INFORMATION (Must have permanent tags – no temporary tags accepted.)

Tag Number: _____ State Issued: _____

Make: _____ Model: _____

NOTE: No motorized vehicles will be allowed inside the Inaugural Vending Zone during the event.

Section C: VENDING FEES

Fee Schedule	Cost
Current District Licensed Vendors:	\$100.00
Non-District Licensed Vendors:	\$200.00
Late application fee after 1/1/ 2017	\$75.00

NOTE: All fees are non-refundable.

Section C: APPLICANT'S SIGNATURE & PAYMENT INFORMATION

Mail your application to or submit your signed application including all required documents and fees*, by the deadline, via certified funds only (cashier's check, money order) making all payable to "DC Treasurer" to:

Department of Consumer and Regulatory Affairs
Attention: Office of Special Events/Vending
1100 4th Street SW, 4th Floor
Washington, DC, 20024

I hereby submit this application, required forms and payment in the amount of \$_____ for a 2017 Inauguration Special Events. License is based on the information in this application. I/We understand that, anyone who makes a false statement on this form can be criminally prosecuted; and, if convicted, fined up to \$1000, imprisoned up to 180 days, or both, under D.C. Official Code § 22-2405.

Applicant Signature: _____

Date: _____

DC INSPECTOR GENERAL HOTLINE: If you are aware of corruption, fraud, waste, abuse or mismanagement involving any DC government agency, official or program, contact the Office of the Inspector General (OIG) at (202) 727-0267 or (800) 521-1639 (toll free). All reports are confidential and you may remain anonymous by law. Government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION: In accordance with DC Human Rights Act of 1977, as amended, DC Code Section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, national origin, sex, age, marital status, sexual orientation, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of this act will not be tolerated. Violators will be subject to disciplinary action.

For a full listing of all restrictions, please refer to our 2017 Special Event Vending License Details located at <http://dcra.dc.gov>